

ZAHRA AHMADI

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SUMMARY OF SKILLS AND QUALIFICATIONS

Languages: Persian and English | Written and Spoken – Fluent

Computer Skills: MS Office, Adobe, Programming, Animation

MS Office: Word •Excel •PowerPoint

Adobe and Animation Software: Illustrator •Photoshop •Premiere-Pro, Blender

Programming: HTML •CSS •JAVASCRIPT•JQUERY

Competencies:

- Attention to details and team player
- Committed and Organized
- Ability to manage time and Work Independently

EDUCATION

Bachelor of Fine Arts (BFA), Majoring Computation Arts 2017 – Expected 2021

Concordia University / Montreal, Quebec

- GPA: 3.50/4.30

High School Diploma, literature and humanities 2011 - 2014

Dino Danesh / Tehran, Iran

- GPA: 3.71/4.30

WORK EXPERIENCE

Customer Service Representative / Concordia Costume Storage, Montreal, QC Winter– 2020

- Greeted customers and helped them to find what they were looking for
- Processed cash/sales transactions accurately and according to established procedures
- Recorded the details of the clothes that were rented

Website Director / MedSpecs Committee, Montreal, QC Fall – 2019

- Planning, implementing, managing, monitoring and upgrading the committee's website
- Re-organizing the site for each member and publish the site
- Updating the events for 2019
- Creating appropriate website content aligned to the organization strategy

Customer Service Representative / Concordia Book Stop, Montreal, QC Fall/Winter – 2019/2020

- Provided assistance to customers looking for a book
- Processed cash/sales transactions accurately and according to established procedures
- Greeted customers and Organized books

Customer Service Representative / VOXDATA, Montreal, QC Summer - 2018

- Call RBC Bank Customers and sell them RBC Insurance Plans and Coverages

AWARDS AND DISTINCTIONS

University Awards

- Craft Logo Award / 300\$ Cash Prize Summer-2019
- Loyola Committee Logo Award Summer-2019

High School Awards

- Ranked second with A+ GPA in final exams among 90 -95 students 2012-2015
- First place of school's art competition in watercolor painting 2009-2010
- First place of provincial chess team championship 2010

VOLUNTEER WORK

Writers Read / Concordia, Montreal, QC Fall - 2019

(Post / Colonial Ports: Place and Nonplace in the Ecotone)

- Set up the table with books for sale
- Sold the books to the interested guests at the end of the event

Co-op Bookstore / Concordia, Montreal, QC Fall - 2018

- Organized racks and shelves to maintain the visual appeal of the store
- Stocking shelves and Labeling books

Local and Alternative Media Fair Event / Concordia, Montreal, QC Fall - 2018

- Welcomed students, alumni, public people gave them information about the event
- Provided people with information about the event and answered to their questions

Montreal Mini-Maker-Faire / Concordia, Montreal, QC Fall - 2018

- Guided Guests and public to their favorite sections and Answered their questions
- Introduced the event to the public and provided them with the map of event's place

INTERESTS

Passions:

- Being a successful Animator in the future
- Set up my own animation company
- Take part actively in social activities
- Share my free time with my family and friends

Free time activities:

- Read my favorite novels
- Do painting and drawing
- Play chess, volley-ball, table tennis
- Make handicraft out of trash